

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
(415) 865-4370 Web site: [www.courtinfo.ca.gov/jobs](http://www.courtinfo.ca.gov/jobs) (415) 865-4327 Fax

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SUPERVISING REAL ESTATE ANALYST  
**REQ #** 1840  
**LOCATION:** San Francisco, Burbank or Sacramento, California  
**SALARY RANGE:** \$6,741 - \$8,192 per month San Francisco  
**SALARY RANGE:** \$6,552 - \$7,963 per month Burbank  
**SALARY RANGE:** \$6,300 - \$7,657 per month Sacramento

### THE JUDICIAL COUNCIL AND THE CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS

The Judicial Council is the policymaking body of the California courts, the largest court system in the nation. Under the leadership of the Chief Justice and in accordance with the California Constitution, the council is responsible for ensuring the consistent, independent, impartial, and accessible administration of justice. The Administrative Office of the Courts carries out the official actions of the council and ensures leadership and excellence in court administration.

With a staff of approximately 600, the AOC offers a full range of administrative support to California's judicial branch, which comprises the state, appellate, and trial courts; the Habeas Corpus Resource Center; and the Judicial Council. This support includes legal research and advice; court project development and implementation; legislative analysis and advocacy; judicial and staff education; human resources services; information systems development; and accounting, business services, facilities, and budget advocacy, development, and management.

### THE OFFICE OF COURT CONSTRUCTION AND MANAGEMENT

In accordance with Senate Bill 1732 (Trial Court Facilities Act of 2002), the Judicial Council will represent the state in all negotiations with the counties regarding the disposition and transfer of trial court facilities from the counties to the State. In addition, this landmark legislation establishes procedures and an infrastructure for this shift to take place over a period of three years starting July 1, 2004. To support this initiative, the AOC established the Office of Court Construction and Management to provide a broad range of professional services including planning, design, construction, and facility and real estate management for the courts throughout the state. The divisional responsibilities will also include: real property negotiations and/or title transfer; reviewing legal transfer documents and state-county operating agreements; developing the organizational structures to assume building operations and maintenance responsibilities; designing and implementing a centralized facility database to manage court facilities, fixed assets, and capital improvements; and preparing the necessary staffing for these operations. Currently, the division is embarking on foundational phases to organize and manage the transfer of responsibility for over 450 individual court facilities.

### Real Estate/Asset Management Services Team

The role of the Real Estate/Asset Management Services Team is to provide professional services for transactions concerning real property and provide for the administration and operation of court facilities to endure a safe and conducive environment for the administration of justice. Specifically, the team will manage transactions concerning the real estate process including purchases, sales, leases, encumbrances, due diligence activities, feasibility analyses, portfolio management, asset enhancement, and will develop branch-wide real estate policies, standards and guidelines.

The Supervising Real Estate Analyst, provides day-to-day supervision of assigned staff and activities, and performs advanced real property analysis, appraisal, purchase, sale, lease, and asset management of judicial branch facilities. In addition, they will conduct surveys for the acquisition of real property; appraise property; negotiate for the purchase, rental, lease, or sale of real property; and lead project teams on complex transactions.

## **RESPONSIBILITIES**

- Assesses staff abilities and ensures adequate staff development and growth through individualized training programs;
- Assesses and monitors staff workload and makes assignments as appropriate; coordinates assignments with other management personnel;
- Provides lead direction to others conducting surveys to locate, evaluate, and select court sites and to acquire real property;
- Arranges contracting for maintenance of properties and leads complex negotiations for property lease, acquisition, or sale;
- Arranges for the sale or demolition of improvements to be removed from judicial branch property;
- Coordinates appraisal of real property and analyses and interprets appraisals for use in negotiated acquisitions, sales, or leases;
- Leads complex negotiations with property owners for the purchase or lease of real property;
- Develops cost-benefit and comparative analyses of financial and non-quantitative criteria in the assessment of alternative properties and transactions.
- Oversees the activities of real estate brokers and agents in the collection of market data and timely negotiation of transactions.
- Performs due diligence, including examination of title, assessment, tax, and other public records;
- Writes and/or coordinates preparation of complex reports describing findings in connection with proposed purchases, sales, and leases of real property;
- Prepares recommendations and special reports for the Judicial Council, governmental agencies, and court staff;
- Coordinates the preparation of deeds, leases, permits, reconveyances, agreements, maps and other documents involving property rights;
- Monitors lease agreements for compliance with terms, and recommends solutions to attendant problems;
- Work occasional evening and weekend hours; and
- Travel statewide as necessary, and travel out-of-state on a very limited basis.

## **MINIMUM QUALIFICATIONS**

Equivalent to possession of a Bachelor's degree from an accredited college with coursework in real estate law and appraisal is required. Five years of experience in a right-of-way land department of a public agency or corporation including land title experience, appraising, acquiring real property, or managing real property, including one year of supervisory experience.

## **OR**

Equivalent to possession of a Bachelor's degree from an accredited college with coursework in real estate law and appraisal is required. Six years of professional, varied and increasingly responsible experience as a licensed real estate salesperson or broker, including one year of supervisory experience.

**OR**

One year as a Senior Real Estate Analyst with the judicial branch.

One year of postgraduate education in a field related to the work may be substituted for one year of required experience (but not for the year of supervisory experience).

**DESIRABLE QUALIFICATIONS**

The successful candidate will have demonstrated knowledge of and experience with the principles and practices of employee supervision; real estate; lease administration and compliance; real estate appraisal methods, contracts, and escrow procedures; acquisition or disposition of real property including financial analysis; organization and use of title, assessment, and tax records; real estate terminology; project management; negotiation techniques; commercial lease formation and management; and problem-solving and conflict resolution methods and techniques.

In addition, candidates should possess the ability to plan, organize, supervise, review, and evaluate the work of others; negotiate complex real estate sales, purchases, and leases; investigate, collect and analyze information pertaining to real estate, including data and trends on multiple real estate markets and submarkets; read property descriptions; determine condition of title from legal documents and public records; plan, manage, and deliver multiple projects; analyze and monitor project budgets and implement cost controls; prepare and deliver effective oral presentations and a variety of written materials; and establish and maintain effective working relationships with those contacted in the course of the work.

**TO APPLY**

This position will remain open until filled. To complete an online, visit our Web site at <http://www.courtinfo.ca.gov/jobs/onlineapp.htm>. Refer to “**Supervising Real Estate Analyst, REQ # 1840**” on your application materials and all correspondence.

**OR**

To obtain a printed application, please visit:

**California Administrative Office of the Courts**

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3660

415-865-4272 Telecommunications Device for the Deaf

**BENEFITS**

The AOC offers a comprehensive benefits package including health, dental, and vision insurance; 401(k) and 457 deferred compensation plans; and our newly enhanced retirement plan (2 percent at 55). For details, please see a general description of our benefits on our Web site.

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**

*The mission of the AOC is to serve the Chief Justice, the Judicial Council, and the courts for the benefit of all Californians by advancing leadership and excellence in the administration of justice that continuously improves access to a fair and impartial judicial system.*